

Application for Employment

Last Name

First Name

Middle Initial



Computer Sciences Corporation
An Equal Opportunity Employer

Return To:

**CSC - FEDERAL SECTOR
Applied Technology Division
Infrastructure Support**

Maxwell Support Infrastructure
400 Cannon Street, Bldg 1060
Maxwell Air Force Base, Alabama 36112
Phone: 334-953-2328 or 4562
Fax: 334-953-6500

Application for Employment

Instructions: Please print and complete all questions. Include any supplemental information that you feel would be helpful in our consideration of your qualifications. If you need additional space for your responses below, use the comments/other accomplishments section of this questionnaire, or use additional sheets.

Applicant Identification

Name: _____
Last First Middle

Address: _____
Street
City State Zip

Phone: (____) _____ - (____) _____ - _____
Home Business

Date: ____ / ____ / ____

How were you referred to CSC?

Social Security No.: ____ - ____ - ____

Are you over 18 years of age? ☐ Yes ☐ No

Are there any other names under which your employment or educational records, references, and other information in the application may be verified?
If so, list: _____

If hired, can you furnish proof that you are either a U.S. citizen, or otherwise legally permitted to work in the United States? ☐ Yes ☐ No

Type of Employment Desired

Preferred Position: _____

Preferred Location: _____

Preferred Shift: _____ Desired Starting Salary: _____

Applying for: ☐ Full Time ☐ Part Time / Hours: _____ ☐ Temporary _____

Date you could begin working: ____ / ____ / ____

Would you consider relocation? ☐ Yes ☐ No

If yes, state geographic preference: _____

Education: Your educational record will be considered only to the extent that it is relevant to the job sought.

Name and Address of High School:			Academic Majors		GPA/Rank in Class	

Name and Address of Colleges or Trade Schools (Including Military Schools):	From (MM/YY)	To (MM/YY)	Academic Majors	GPA	Degree	Date (MM/YY)
	___ / ___	___ / ___				___ / ___
	___ / ___	___ / ___				___ / ___
	___ / ___	___ / ___				___ / ___

Extracurricular Activities and Scholarships: List those extracurricular activities and scholarships which you believe are related to the position for which you are applying. (You may exclude those that may suggest race, religious creed, sex, marital status, age, color, national origin, citizenship, or disability.)

Proficiencies: If you are applying for a position in which computer skills or secretarial/clerical skills are relevant, please answer the following (if you have questions about whether such skills are relevant, ask a CSC Human Resources representative).

List all makes and models of computers and operating systems with which you have had operations experience:

List all data processing, telecommunications, or office equipment on which you are proficient:

List all computer languages with which you have had experience:

Shorthand method: _____
Shorthand speed: _____ w.p.m. Typing speed: _____ w.p.m.

United States Military Service: If you obtained any experience or skills while in military service that relate to the job for which you are applying, please describe the nature of your duties that led to the experience.

Instructions: Please print and list every position that you have held for the past ten years starting with your present or most recent position. (Account for all periods of unemployment.) If you require additional space to detail your employment history, please request an Employment History Attachment from CSC's Human Resources representative.

Employment Background: Present or most recent employer.

Employer: _____

Address: _____
Street City/State/Zip

Name and Title of Supervisor: _____

Your current or last position and duties: _____

Your starting position and duties: _____

Other compensation (give detail on current commissions, incentives, bonuses, etc.): _____

May we contact your present employer for a reference?

☐ Yes ☐ No

Phone: (____) _____ - _____

Employed From (MM/YY): ____ / ____

Employed To (MM/YY): ____ / ____

Total Months: _____

Starting Base Pay: _____

Ending Base Pay: _____

Reason for Leaving: _____

Employment Background: Previous employer.

Employer: _____

Address: _____
Street City/State/Zip

Name and Title of Supervisor: _____

Your last position and duties: _____

Your starting position and duties: _____

Other compensation (give detail on current commissions, incentives, bonuses, etc.): _____

Phone: (____) _____ - _____

Employed From (MM/YY): ____ / ____

Employed To (MM/YY): ____ / ____

Total Months: _____

Starting Base Pay: _____

Ending Base Pay: _____

Reason for Leaving: _____

Employment Background: Previous employer.

Employer: _____

Address: _____
Street City/State/Zip

Name and Title of Supervisor: _____

Your last position and duties: _____

Your starting position and duties: _____

Other compensation (give detail on current commissions, incentives, bonuses, etc.): _____

Phone: (____) _____ - _____

Employed From (MM/YY): ____ / ____

Employed To (MM/YY): ____ / ____

Total Months: _____

Starting Base Pay: _____

Ending Base Pay: _____

Reason for Leaving: _____

Comments and Accomplishments: Explain below, or on another sheet, your primary area of specialization. If applying for administrative, management or technical positions, outline all programs designed or implemented. If applying for marketing/sales, detail your sales experience, the kind of products/services sold and the customers serviced. Note any other details which should be considered in reviewing your qualifications including professional affiliations, honors and awards, theses, publications, patents, etc. (You may exclude professional affiliations which may suggest the race, religious creed, sex, marital status, age, color, national origin, citizenship, or disability of its members.)

References: List individuals who can attest to your professional abilities/work accomplishments. (Do not include individuals listed in **Employment Background** section.)

Name:	Address:	Business Phone:	Reference's Position or Relationship to You:
_____	_____	(____) _____ - _____	_____
_____	_____	(____) _____ - _____	_____
_____	_____	(____) _____ - _____	_____

Security Information

Have you ever been employed by Computer Sciences Corporation or subsidiary companies? ☐ No ☐ Yes If yes, give dates and location:

Do you have relatives employed by Computer Sciences Corporation or subsidiary companies? ☐ No ☐ Yes If yes, give name(s) and location(s):

Do you presently hold a security clearance? ☐ No ☐ Yes If yes, state level: _____

Have you ever held a security clearance? ☐ No ☐ Yes If yes, state level and dates held: _____

Have you ever been denied a security clearance or had one revoked or suspended? ☐ No ☐ Yes If yes, explain: _____

Have you ever been convicted of a felony (using your current name or under any other name)? ☐ No ☐ Yes

If yes, explain below (Include full name under which you were convicted. Conviction will not necessarily disqualify an applicant from employment.):

EEO Policy

CSC maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operations. In compliance with federal and state laws, CSC hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, age, religious creed, marital status, citizenship, national origin, or disability. This policy also applies to disabled veterans and veterans of the Vietnam Era.

If you wish to discuss CSC's Affirmative Action/Equal Employment Opportunity Policies and Programs, please contact a CSC Human Resources representative.

Certifications

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term. I understand and agree that I may resign my employment with CSC at any time for any reason, and that my employment may be terminated at the will of CSC at any time for any reason. I also understand that any handbooks, manuals, policies, and procedures maintained by CSC are not contractual in nature and may be amended or abolished at the sole discretion of CSC at any time.

Further, should I become an employee of CSC, I will adhere to CSC's Code of Ethics and Standards of Conduct, will report all suspected violations of law related thereto, and will conduct the company's business in a strictly ethical and legal manner. Furthermore, I acknowledge that CSC has established a Drug-Free Awareness Program. Should I seek employment with a CSC business unit in which preemployment drug testing has been implemented, I acknowledge that I will be required to pass a drug screening test as a condition of employment with that business unit. Should I become an employee of CSC, I will abide by the terms of CSC's Drug Abuse Policy and related management instructions. I will, in addition, obey all of the laws of the United States and of all localities, states, and nations where CSC does business or seeks to do business.

Persons employed by CSC have access to confidential information regarding various phases of Company business. Therefore, the Company follows the usual practice of requiring new employees at the time of employment to sign an agreement for assignment of inventions and covenant against disclosure. I understand that I must sign such agreement as a condition of employment. (Please ask a CSC Human Resources representative for a copy.)

Pursuant to the Immigration Reform and Control Act, CSC will employ only those individuals who are eligible to work in the United States. Accordingly, upon hiring, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

In addition, present and former employees of the Department of Defense affected by Section 931 of the Defense Acquisition Improvement Act of 1986 will be expected to provide approval documentation from their designated DoD Agency Ethics Official prior to the effective date of their employment with CSC.

I certify that I have read, understand and will adhere to the aforementioned statements.

I also certify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief and I understand that any misrepresentation or omission of material fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: _____ Date: ____ / ____ / ____

For information regarding employment with CSC, write or phone the Human Resources manager at any of the following locations or visit our website at csc.com:

Corporate Office

2100 East Grand Avenue
El Segundo, California 90245
Phone: 310.615.0311

Pinnacle Alliance

60 Wall Street
New York, New York 10260
Phone: 212.235.4044

Chemical, Energy & Gas Group

Christiana Corporate Center
400 Commerce Drive
Newark, Delaware 19713
Phone: 302.391.6000

Federal Sector

Civil Group

3170 Fairview Park Drive
Falls Church, Virginia 22042
Phone: 703.876.1000

Defense Group

3160 Fairview Park Drive
Falls Church, Virginia 22042
Phone: 703.876.1000

CSC Credit Services

A Unit of Computer Sciences Corporation
652 North Sam Houston Parkway, Suite 400
Houston, Texas 77060
Phone: 281.878.1900

Technology Management Group

3160 Fairview Park Drive
Falls Church, Virginia 22042
Phone: 703.876.1000

Financial Services Group

9500 Arboretum Boulevard
Austin, Texas 78759
Phone: 512.345.5700

Consulting Group

One University Office Park
29 Sawyer Road
Waltham, Massachusetts 02154
Phone: 617.647.0116

CSC Healthcare Systems

26711 Northwestern Highway, Suite 600
Southfield, Michigan 48034
Phone: 248.372.3000